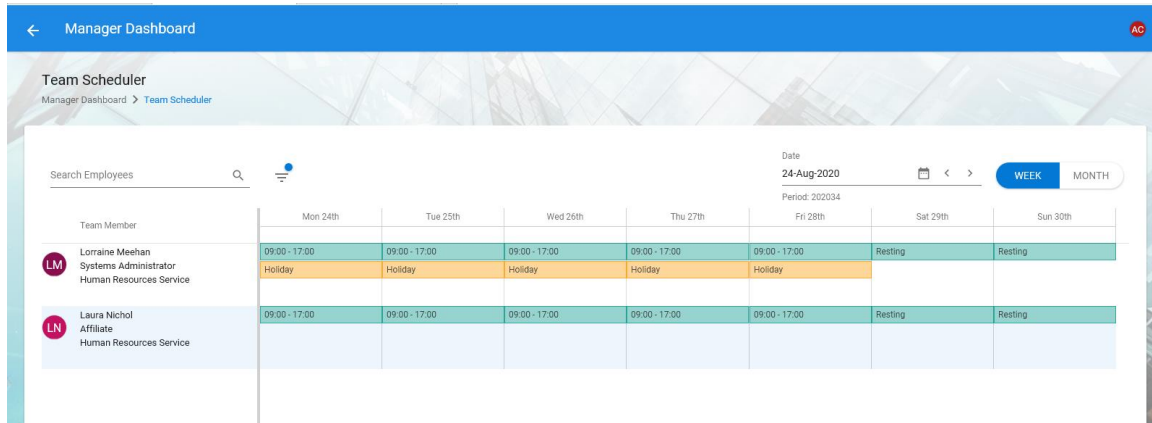


## Inputting Absence Details

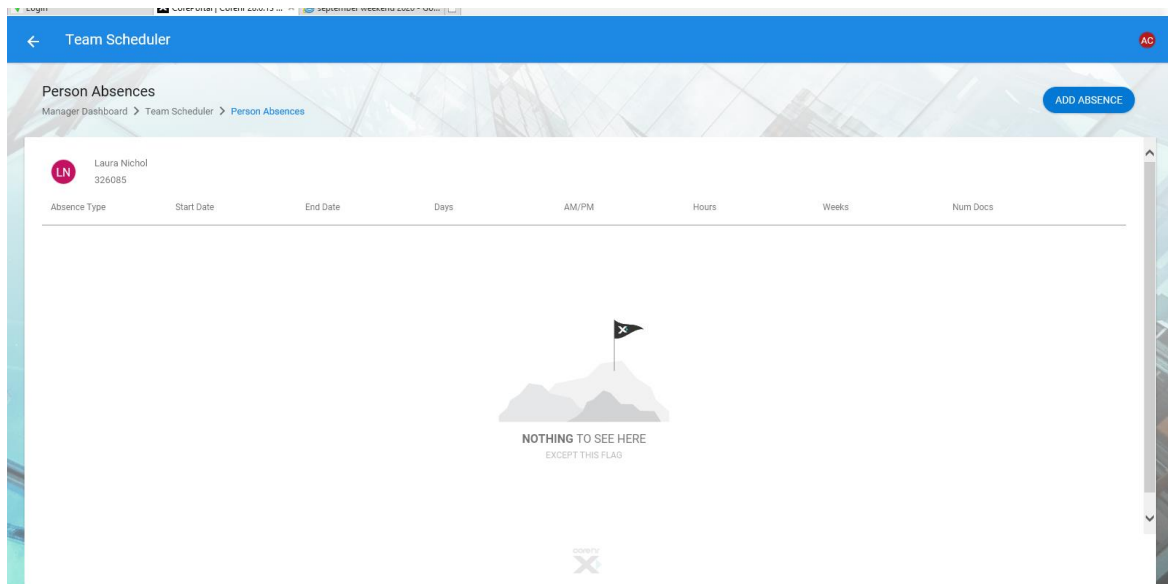
Line Managers can record the absences of their team directly into the HR System. This should be entered on the day the employee notifies you of their absence. This data should be entered via the Team Diary, this is accessed via My Team > Actions > View Scheduler.



The screenshot shows the 'Team Scheduler' interface. At the top, there is a search bar for employees and a date selector set to '24-Aug-2020'. Below this is a table with columns for each day of the week (Mon 24th to Sun 30th) and rows for team members. The first employee, Lorraine Meehan, has a 'Resting' status from Mon to Fri and 'Holiday' from Sat to Sun. The second employee, Laura Nichol, has a 'Resting' status from Sat to Sun.

Team Member	Mon 24th	Tue 25th	Wed 26th	Thu 27th	Fri 28th	Sat 29th	Sun 30th
Lorraine Meehan Systems Administrator Human Resources Service	09:00 - 17:00 Holiday	09:00 - 17:00 Holiday	09:00 - 17:00 Holiday	09:00 - 17:00 Holiday	09:00 - 17:00 Holiday	Resting	Resting
Laura Nichol Affiliate Human Resources Service	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	09:00 - 17:00	Resting	Resting

To enter an absence, you should double-click on the white space along from the employee's name and select "Person Absences". The screen will refresh and any absences for that employee will display. To add a new absence you should click on the blue "Add Absence" button in the top right hand-corner of the window



The screenshot shows the 'Person Absences' interface for Laura Nichol. It features a table with the following columns: Absence Type, Start Date, End Date, Days, AM/PM, Hours, Weeks, and Num Docs. The table is currently empty, and a message reads: "NOTHING TO SEE HERE EXCEPT THIS FLAG". An "ADD ABSENCE" button is visible in the top right corner.

Absence Type	Start Date	End Date	Days	AM/PM	Hours	Weeks	Num Docs
NOTHING TO SEE HERE EXCEPT THIS FLAG							

The screenshot shows a web interface for managing absences. The title bar reads 'Person Absences'. Below it, the breadcrumb trail is 'Manager Dashboard > Team Scheduler > Person Absences > Absence Details: Laura Nichol - 326085'. The main content area is titled 'Absence Detail' and contains the following fields and controls:

- Leave Type\***: A dropdown menu with the instruction 'Select a leave type' below it.
- Start Date\***: A date field set to '25-Aug-2020' with a calendar icon and the instruction 'Select a start date' below it.
- End Date**: A date field set to '25-Aug-2020' with a calendar icon and the instruction 'Select an end date' below it.
- Part Day Leave**: A toggle switch that is currently turned off.
- Open Ended**: A toggle switch that is currently turned on.
- Enter Duration**: A toggle switch that is currently turned off.

On the left side, there is a vertical sidebar with four items: '1 Absence Details' (selected), '2 More', '3 Document Uploads', and '4 Balances'. At the bottom right of the form, there are two buttons: 'NEXT' (blue) and 'SAVE' (green).

You should complete the information required on each screen of the pop-up window.

**Leave Type** - You can select the type of absence you wish to enter from the drop down list.

**Start and End Date** – These will default to ‘today’s date’ but can be amended if the absence is retrospective. If you do not yet know the return date of the employee then you should use the ‘Open Ended’ toggle (see below).

**Part Day Leave** – This should be used where the employee is absent for part of the day.

**Open Ended** – This option should be used where you expect the employee to be absent for a significant length of time and do not have a definite end date. If the annual leave is scheduled during the absence, and the employee will definitely not be back for the annual leave, you should cancel the annual leave then enter the sick leave – the employee’s annual leave balance will increase accordingly.

**Reason** – There is a list of options available to you in a drop-down menu. You should select the most appropriate reason to explain the absence.

**Narrative** – add any notes that may be relevant e.g. Susan phoned at 9:10am and does not expect to be in for rest of the week

**Work Related absence** – if the illness is work related tick the **Work Related** box.

Once you are satisfied with the information you have entered you should press Save.

**To edit an absence that has been entered already** you should navigate to the absence in the same way as above but rather than click on the white space you should double click on the absence. You can then edit the details and Save.

Click on **Absences** tab at bottom of screen

## Recording of Fit Notes

On receipt of a Fit Note from the employee you should navigate to the absence, open it as you would if you were editing the details and within the area labelled Absence Description you will now see the blue “ADD” button in the top-right of the screen. This button will only be available in an already Saved absence.

Team Scheduler

Absence Details

Manager Dashboard > Team Scheduler > Absence Details

1 Absence Details

2 More

3 Document Uploads

4 Balances

Absence Description

ADD

From Date	To Date	Illness	Doctor	Comments
NOTHING TO SEE HERE				

Supporting Documentation Received

When you press Add you will now see that you can enter the details of the fit note within the screen.

**From Date** and **To Date** – enter the dates of the fit note – if says for two weeks enter date two weeks from start date for the **To Date**.

**Illness** – select **Default Illness** unless is a work related illness

**Doctor** – enter Dr’s name or name of medical centre

**Comments** – enter any comments on the fit note that are relevant e.g. *employee can return to work on restricted duties for 2 weeks then full duties*

Click **Save** button

Team Scheduler

Absence Details

Manager Dashboard > Team Scheduler > Absence Details

1 Absence Details

2 More

3 Document Uploads

4 Balances

Absence Description

ADD

From Date	To Date	Illness	Doctor	Comments
25-Aug-2020	25-Aug-2020	Default Illness	Govan Health Centre	Employee can return to work on restrict...

Supporting Documentation Received

Documents

Document Name File Size

Repeat this process upon receipt of additional fit notes.